

Changing the value of an existing description invalidates the signature.

Digitally signing macros

Normally, macros are part of a document. If you sign a document, the macros inside the document are signed automatically. If you want to sign only the macros, but not the document, go to **Tools > Macros > Digital Signature** on the Menu bar and apply the signature as described above.

Removing personal data

You may wish to ensure that personal data, versions, notes, hidden information, or recorded changes are removed from files before you send them to other people or create PDFs from them.

- In **Tools > Options > LibreOffice > Security > Options**, you can set Calc to remind you when files contain certain information and to remove personal information automatically on saving.
- To remove personal and some other data from a file, go to **File > Properties**. On the *General* tab, deselect **Apply user data** and then click **Reset Properties**. This removes any names in the created and modified fields, deletes the modification and printing dates, and resets the *Total editing time* to zero, the creation date to the current date and time, and the *Revision number* to 1.
- To remove version information, either go to **File > Versions** on the Menu bar, select the versions from the list and click **Delete**, or go to **File > Save As** and save the file with a different name.